

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD VIA ZOOM
18th NOVEMBER 2021**

Present: Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary
Paul Le Maistre (PLM)
Nigel Padbury (NP)
Paul Hosking (PH)
Reg Sillence (RS)
Mark Abrams (MA)

In Attendance: Ruth Smith (RS - AFP) Property Manager, Alexander Faulkner Partnership
Lisa Kennard (LK) Assistant Property Manager Alexander Faulkner Partnership
Tamsin Withers (TW) Regional Property Manager, Alexander Faulkner Partnership

MINUTES OF THE LAST BOARD MEETING 22 OCTOBER 2021

18/11/001 The minutes of the October meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MANAGING AGENTS REPORT

18/11/002 Newlyn Way - A Shareholder reported an abandoned vehicle. The Director applied the parking regulations and a letter. The vehicle has since been removed.

18/11/003 [] Coverack Way – A Shareholder expressed their concern regarding the licence of POSOL land. AFP will respond to the Shareholder.

18/11/004 Mouse infestation – A Shareholder reported a mice infestation on Bryher Island. The Board agreed to place a flyer on the chairs for all shareholders attending the AGM and an email will be sent to Shareholders giving advice on pest control.

18/11/005 Cadgwith Place – A Shareholder reported rising paving and uneven concrete cobbles. The area is an adopted highway, AFP have requested a photograph of the area and will submit a report to the Highways Agency.

FINANCE

18/11/005 The finance reports for expenditure to 31st October were circulated. Expenditure as at that date was £387,544.35 against a budget of £442,557.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 9th November were reviewed as follows:

18/11/006 [] Bryher Island – POSOL's solicitor has issued a letter to the Shareholder.

- 18/11/007 [] Bryher Island – AFP have corresponded to the Shareholder regarding the garage ownership, POSOL’s solicitors are dealing with this matter.
- 18/11/008 [] Carne Place – The Shareholder has removed the item that was causing a nuisance to other Shareholders on the estate.
- 18/11/009 [] Carbis Close – After further investigation the Board agreed that no further action was required.
- 18/11/010 [] Carbis Close – AFP to write to the Shareholder regarding the external change of appearance to the window frames.
- 18/11/011 RS-AFP requested the CWG to send emails to the POSOL inbox for any reported breaches for further investigation.
- 18/11/012 [] Sennen Place – POSOL amended future letters of conditional approval to include the wording ‘any glass or Perspex covering the gates must be of sufficient quality to ensure it will not discolour over time’.
- 18/11/013 [] Carne Place – AFP had not received a response despite sending several letters. AFP will send a recorded signed for letter.
- 18/11/014 [] Carne Place – AFP wrote to the Shareholder and received an explanation. The CWG will monitor the property regarding the external change of appearance.
- 18/11/015 [] Bryher Island – AFP sent a final consent letter to the Shareholder.
- 18/11/016 [] Bryher Island – The external change of appearance was approved by the Board. AFP to send the letter of conditional approval.
- 18/11/017 [] Sennen Place – AFP sent the letter of conditional approval.
- 18/11/018 [] Newlyn Way – The Shareholder appealed to the Board. This was discussed further, and the Board decided to decline the appeal. AFP to respond to the Shareholder.
- 18/11/019 Tintagel Way Paint Guide – The confirmation of the render colour is pending.
- 18/11/020 [] Newlyn Way - The Board advised that Shareholders of POSOL cannot park their commercial vehicles in Lock View as this forms part of the estate. AFP will write to the Shareholder.
- 18/11/021 [] Newlyn Way – POSOL are seeking to recover their legal costs.
- 18/11/022 [] Carne Place – Work had already been completed at this property. The CWG agreed to the external change of appearance. The CWG advised wording of the letter to the Shareholder noting that the retrospective charge of £250 will apply to any future external changes of appearance that have not been applied for or approved by POSOL. AFP to send a letter of conditional approval.
- 18/11/023 [] Tintagel Way – A future Shareholder required advice for a side extension. The CWG advised this was not in keeping with the estate, AFP replied to Marina Life Homes.

- 18/11/024 [] Coverack Way – A member of the GWG noted that there were bricks present at the property. The CWG advised that the original planning permission had been declined from Portsmouth City Council, no further action.
- 18/11/025 [] Bryher Island – AFP to request a dimensional sketch and specification from the Shareholder.
- 18/11/026 [] Bryher Island – AFP sent the letter of conditional approval. The CWG will review the completed work.
- 18/11/027 [] Newlyn Way – A Shareholder reported an overflow pipe leaking onto the road. A member of the CWG has spoken with the Shareholder.
- 18/11/028 [] Bryher Island – The CWG advised the work is visually complete. AFP to send an email to the Shareholder requesting confirmation of the completion before a letter of final consent is posted.
- 18/11/029 [] Carbis Close – The CWG returned a final inspection form, AFP to send the final letter of consent.
- 18/11/030 [] Bryher Island – AFP sent the letter of conditional approval. The CWG will review the completed work.
- 18/11/031 [] Newlyn Way – The CWG noted that the external change of appearance did not comply. AFP to write to the Shareholder to advise of the situation.
- 18/11/032 [] Carbis Close – The CWG suggested that when AFP send the management pack they advise the solicitor that this property must not to be used as an Airbnb.
- 18/11/033 [] Newlyn Way – The CWG sent an email and photographs to AFP regarding a non-compliant external change of appearance. AFP to write to the Shareholder.
- 18/11/034 [] Carne Place – AFP will write to the Shareholder regarding an external change of appearance.

ESTATE MAINTENANCE

- 18/11/035 [] Newlyn Way – Two Directors visited the Shareholder and discussed the concerns raised regarding the parking of vehicles against the wall of their property. The Board will investigate this further, and AFP will respond to the Shareholder.
- 18/11/036 [] Newlyn Way – A report was received regarding the sunken paving. This will be investigated further.

GARDENING

- 18/11/037 A gardening walkabout was carried out on 3 November. The next GWG walkabout meeting will take place next year in March 2022.
- 18/11/038 [] Bryher Island – A possible tree root is lifting the paving on the driveway. The gardeners will investigate this further and report back to AFP.
- 18/11/039 [] Bryher Island – a corner piece to the block planter has lifted, the Council has repaired the paving.

18/11/040 An abandoned vehicle was reported in Coverack Way, AFP to send a letter once they have the registration number of the vehicle.

18/11/041 Bryher Island - The gardeners will quote for the rotten timbers in the planters.

BERTHING

18/11/042 Berth [] - The BWG will meet with the Shareholder to discuss their pontoon. AFP to arrange a meeting.

18/11/043 [] – The berth cannot be licensed to anyone other than a tenant in the property. AFP to respond to the Shareholder.

18/11/044 Pontoon Repairs – The second trial was delayed due to the engineer being taken ill. The hinge and one of the jigs will be displayed at the AGM.